



# EXECUTIVE REGULATION

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

No. 2-98 AMII

EFFECTIVE DATE:

1 / 1 / 2001

TITLE

CERTIFICATION STANDARDS FOR TRAINING AND EXPERIENCE  
REQUIREMENTS

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### CERTIFICATION STANDARDS FOR TRAINING AND EXPERIENCE REQUIREMENTS

Issued by: Montgomery County Fire and Rescue Commission  
Executive Regulation 2-98AMII

Authority: Code Section 21-2.(d)(3)

Supersedes: Training Requirements and Certification Standards, Ex.Reg. No. 1-98AM

Council review: Method (2) under Code Section 2A-15  
Register Vol. 17, Issue 6

Effective date: January 23, 2001


SUMMARY:

This regulation supersedes the Fire and Rescue Commission's Executive Regulation 1-98, Training Standards and Certification Requirements, makes them effective immediately for new fire and rescue personnel, and establishes an implementation timetable for application of certain training standards and experience requirements for existing emergency service providers. The Standards establish training requirements to be met by all emergency service providers, both career and volunteer, and include eligibility requirements for the various officer ranks.

Appendix A-1 of this regulation has been amended to correct an error in the training and experience requirements for the rank of Firefighter/Rescuer II. The requirement "Essentials of Firefighting **or** EMT-B" is **corrected to state** "Essentials of Firefighting **and** EMT-B".

DEADLINES:

Montgomery County Register Comment: June 30, 2000  
Montgomery County Fire Board Review: June 30, 2000  
Division of Fire and Rescue Services Review: June 30, 2000  
Local Fire and Rescue Departments Review: June 30, 2000

	<h1 style="text-align: center;">EXECUTIVE REGULATION</h1>	No. 2-98 AMII
	<h2 style="text-align: center;">MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	EFFECTIVE DATE:  1 / 1 / 2001
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**ADDRESS:** Send all comments pertaining to the proposed regulation to Gordon A. Aoyagi, Chairman, Montgomery County Fire and Rescue Commission, 101 Monroe Street, Rockville, Maryland, 20850

**STAFF:** For additional information, you may contact Beth Feldman on 240-777-2423.

**BACKGROUND:** Training and experience standards are necessary to ensure that individuals who perform fire suppression, rescue and emergency medical service functions possess the requisite knowledge, skills and abilities to safely and effectively perform those functions.

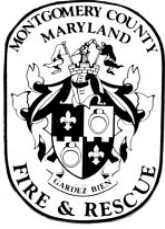
These training and experience standards are developed from applicable national, state, and local standards. This regulation generally amends previous versions of the rank structure, training, and experience requirements for firefighters and emergency medical service providers.

Sec. 1. **Purpose.** This regulation adopts and implements training and experience requirements and certification standards consistent with Montgomery County Code Section 21-18. These requirements apply to volunteer and career personnel engaging in similar operational duties. This regulation will take effect on January 1, 2001, to ensure that the new standards are met without adversely affecting the delivery of fire and rescue services.

**Personnel must complete the courses in Appendices A-1 and A-2 within two years after the Public Safety Training Academy initially offers them.**

Sec. 2. **Definitions.**

a. **Active.** Career or volunteer personnel serving in positions directly involved in mitigating emergency incidents and performing services that may include response to fire, rescue, and medical emergencies.



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- b. **Career**. A fire/rescue Merit System employee of Montgomery County, or an employee of a local fire and rescue department who provides firefighting, rescue, or emergency medical service.
- c. **Certified/Certification**. Indicates that the Fire and Rescue Commission has approved an individual's eligibility to serve at a specific rank level in the Montgomery County Integrated Emergency Command Structure, in accordance with this Standard.
- d. **Command Officer**. An individual certified as a District/Duty Chief, Assistant Chief, Deputy Chief, Chief, or Division Chief.
- e. **Commission**. The Fire and Rescue Commission.
- f. **Division of Fire and Rescue Services (DFRS)**. The division of the Montgomery County Fire and Rescue Service that shares with the Local Fire and Rescue Departments the responsibility for direct fire suppression and emergency medical services activities. The Division is responsible, among other duties, for fire prevention; fire and rescue and emergency medical services training; emergency planning; and communications between emergency fire and rescue services personnel.
- g. **EMS Provider**. A volunteer member of a local fire or rescue department who is certified to perform emergency medical service duties.
- h. **Emergency Service Provider**. An individual who is accepted as a volunteer member by a local fire or rescue department or as a career employee of the Division of Fire and Rescue Services and is certified to perform emergency firefighting, rescue or emergency medical services.
- i. **Fire Administrator**. Non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Commission and is responsible for implementing and enforcing Commission policies, administering all fire and rescue services provided in the County, and supervising the chiefs of both the



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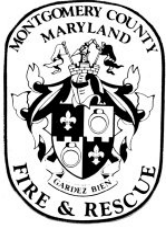
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Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services.

- j. **IECS**. Integrated Emergency Command Structure.
- k. **Local Fire and Rescue Department (LFRD)**. Individual fire or rescue squad corporation responsible for providing fire, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.
- l. **MFSPQB**. Abbreviation for Maryland Fire Services Personnel Qualifications Board. Operating under the authority of the NBFSPQ, this is the accreditation agency for fire service personnel in the State of Maryland.
- m. **NBFSPQ**. Abbreviation for National Board on Fire Service Professional Qualifications. The NBFSPQ uses the National Fire Protection Association's professional qualifications standards to define the knowledge and performance requirements for fire service personnel.
- n. **Personnel**. All on-duty firefighter/rescuer and emergency medical service personnel, including volunteers, employees of the Local Fire and Rescue Departments, and County Merit System employees.
- o. **Training Officer**. An individual with the Division of Fire and Rescue Services who is designated by the DFRS Division Chief as the training officer for the Montgomery County Fire and Rescue Service.
- p. **Volunteer**. An individual who, without salary, performs firefighting, rescue, or emergency medical services with a local fire and rescue department or with the division of fire and rescue services.



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Sec. 3. **Applicability.** This regulation applies to all new and existing **active** firefighter/rescuer and emergency medical services **personnel**, both career and volunteer, who are engaged in firefighter/rescuer or emergency medical services activities.

Sec. 4. **Policy.** It is the **Commission's** policy to ensure that all **active** firefighter/rescuer and emergency medical services **personnel** meet standards of training and experience to be eligible to serve in the Montgomery County Fire and Rescue Service and to participate in the **IECS**. The training and experience requirements are defined by this regulation and are attached as Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for EMS Providers. **Certification** may be requested after completing the training and/or experience requirements for any stated rank or title. Personnel who request promotion must obtain the necessary training and experience requirements listed between their current rank and the IECS rank to which they are requesting promotion.

Individuals may enter or re-enter the Montgomery County Fire and Rescue Service in several ways. Some may enter without any prior firefighting, rescue or emergency medical service training or experience. Individuals who have obtained prior experience may seek to enter from other jurisdictions. **Personnel** may also re-enter the Montgomery County Fire and Rescue Service delivery system following an absence from **active** participation with a County **LFRD** or the **Division of Fire and Rescue Services (DFRS)**. **Active** participants in the Montgomery County Fire and Rescue Service may also take training from other agencies and organizations.

- a. **Categories Established.** Two categories of participation are established: Firefighter/Rescuer (**volunteer** and **career**) and **EMS Provider (volunteer)**.
- b. **Entry Requirements.** An individual who becomes a volunteer member of a **LFRD** or Rescue Squad by meeting the membership requirements of that organization, successfully completing a criminal records check, and being rated medically acceptable, or one who is employed by the **DFRS** or a **LFRD** in the firefighter/rescuer series, is classified as a Firefighter/Rescuer Candidate or **EMS Provider** Candidate and is eligible for training at the Public Safety Training Academy (PSTA).



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c. **New Personnel.**

1. **Orientation Training for New Personnel.** All **personnel** who enter the Montgomery County fire and rescue service after December 8, 1988 must satisfactorily complete an orientation training program, regardless of past experience. The orientation training is performance-based and not hour-specific. The training must meet the performance criteria of the **Commission**. The orientation training may be conducted in the station and/or at the Public Safety Training Academy.
2. The **LFRD** chief or the **DFRS** Division Chief must certify successful completion of the orientation training for their respective **personnel**.
3. **Personnel** in the Firefighter/Rescuer category who successfully complete the orientation training are considered Firefighter/Rescuer candidates until they have completed the training required for Firefighter/Rescuer I.
  - A. Firefighter/Rescuer candidates may ride fire apparatus as observers and may assist qualified **personnel** when proper supervision is provided. However, they must not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments except during supervised training sessions.
  - B. When a Firefighter/Rescuer has completed the initial year of service, he/she begins to qualify for the experience criteria for promotion.
  - C. The FF/R II meets the minimum staffing requirements for fire apparatus.
4. **Personnel** in the **EMS Provider** category who successfully complete the orientation training are considered **EMS Provider** candidates until they have completed the training required for **EMS Provider I**. They may ride the medical units as observers and may assist qualified **personnel** when



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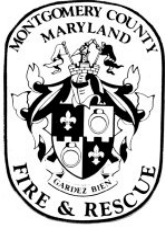
proper supervision is provided.

d. **Determination of Experience for Promotion**

1. **Volunteer** fire and rescue **personnel** must meet the requirement for **certification** of **active** service in accordance with the Montgomery County Length of Service Awards Program during a calendar year to receive credit for that year's experience.
2. **Career** fire and rescue **personnel** must attain at least a satisfactory performance evaluation to receive credit for one year's **active** experience.

e. **Equivalency Process.** **Personnel** who have acquired training inside or outside of Montgomery County, and/or experience from jurisdictions or agencies outside Montgomery County may apply for equivalent training or experience and/or service time **certification**.

1. **Personnel** who enter the Montgomery County Fire and Rescue Service may request equivalency for experience and/or service time at similar ranks within the Montgomery County **IECS**. To request equivalency for experience and/or service time, they must complete and submit Appendix D, Experience and/or Service Time Application, with the specified supporting documentation, to the **Training Officer**. These requests must be accompanied by a description of the position served in, and relevant information regarding measuring activity level.
2. To request equivalency for training, **personnel** must complete and submit the Non-Jurisdictional Course Equivalency Application (Appendix C), with the specified supporting documentation to the Division **Training Officer**. Copies of the documentation listed below must be submitted for each course to be evaluated for equivalency:
  - A. Course syllabus;
  - B. Course objectives, preferably for each class session or lesson;



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- C. Length of course, specifying number of hours per class session or lesson;
  - D. Method of evaluation or testing; and
  - E. Verification of successful course completion.
3. The **Training Officer** must review all equivalency requests within 15 working days of receipt. If the **Training Officer** confirms that the documentation meets the requirements of the course, the equivalency is approved and a **certificate** is issued.
4. If the **Training Officer** does not recommend approval of an equivalency request, the request must be forwarded to the Equivalency Committee for its review and recommendation.
5. The Equivalency Committee must approve or deny the request, and may recommend additional action that the applicant may take to obtain approval. These recommendations may include completing a segment of a specific course or the course testing process.
6. An individual who is denied equivalency for training courses, experience and/or service time may appeal the decision of the Equivalency Committee to the **Commission**.
- A. The individual must submit all equivalency appeals to the Commission on Appendix C, Non-Jurisdictional Course Equivalency Application, or Appendix D, Experience and/or Service Time Equivalency Application, as appropriate.
  - B. Requests must include all supporting documentation.
7. The **Commission** may grant extensions or equivalencies based on an individual's skill, knowledge, ability, or experience on a case-by-case basis. The **Commission's** decision to grant or deny any request for extension or equivalency is final and may not be appealed.





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8. **Personnel** who successfully complete the challenge testing process offered through the **MFSPQB** or the **NBFSPQ certification** program may be required to complete jurisdictional-specific components of a given training course.
  9. **Personnel** who have obtained either **NBFSPQ** or **MFSPQB certification** may be **certified** as having equivalent training.
  10. Experience for **career** and **volunteer** fire and rescue **personnel** is twelve continuous months of service time, which may be prorated on a month for month basis to receive credit for one year of experience.
- f. **EMS Providers.** **EMS providers** may qualify for charge status only when they are granted legal recognition or reciprocal **certification**, as established by Montgomery County or the Maryland Institute for Emergency Medical Services Systems and their **Local Fire and Rescue Department**.
- g. **Command Officers.** **Command officers** must meet the program requirements of the Commission's Command Officer Professional Development and Improvement (COPDI) policy to maintain their eligibility to participate in the **IECS** at the **command officer** level.
- h. **Additional Requirements.** The **LFRDs** and the **DFRS** Division Chief may determine additional requirements for their respective **personnel**.
- i. **Promotions.** Progression in rank must be incremental without skipping a position (i.e., Lieutenant, Captain, District Chief/Duty Chief, Assistant Chief/Deputy Chief<sup>1</sup>, Chief). Except for individuals who meet the grandfathering requirements of Section 4. k., all training and experience requirements as

<sup>1</sup> Either an Assistant Chief or Deputy Chief is eligible for and may be promoted to the rank of Fire/Rescue Chief providing the years of service are met.



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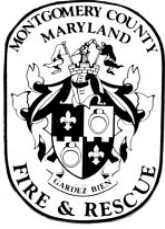
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indicated in Appendix A-1 or Appendix A-2 for that rank must be met before promotion.

- j. **Temporary Promotions.** Effective on the date of adoption, the **Commission** will prepare a Promotion Eligibility List, consisting of **active volunteer personnel** who have met the training and experience requirements for a rank higher than that currently held. **Active volunteer personnel** will serve at their **certified** rank in the Montgomery County **IECS**. They may serve up to the highest rank as **certified** in the Promotion Eligibility List. All temporary promotions must comply with all applicable Commission, **DFRS**, and/or **LFRD** policies. **Personnel** may be temporarily promoted up to the highest **certified** rank by written notification to the **Commission**. The **Commission** will prepare a Notice of Temporary Promotion and distribute it with the **IECS** Distribution List.
- k. **Implementation Process/Grandfather Provisions.** The provisions below apply to all **active personnel** who entered the Montgomery County Fire and Rescue Service before December 8, 1988.
1. **Personnel** are eligible for appointment, election, or promotion to the highest rank held in the five year period from February 8, 1985 to February 8, 1990, provided they completed six months of experience in the highest rank held during that time.
  2. To participate in the **IECS** as an officer, **personnel** must have obtained Firefighter III **certification**. This requirement does not apply to individuals who are acting only in the capacity of a member or employee as an **EMS Provider**.<sup>2</sup>

<sup>2</sup> Montgomery County Fire Board minutes of June 4, 1975, "Effective July 1, 1978, no career or volunteer member shall be promoted, selected or elected to an operational fire officer's position on either an acting or permanent basis unless they have been certified as Firefighter III."



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3. All **personnel** must maintain CPR - Health Care Provider **certification** at all times.
4. All **personnel** who held EMT-A **certification** on February 8, 1990 must maintain EMT-B **certification** from the State of Maryland.
5. Individuals may participate in the **IECS** at a higher rank only if they meet the training and experience requirements listed in Appendix A-1 or Appendix A-2, as appropriate, for the ranks between the grandfathered rank and the rank to which they are to be promoted. Completion of prerequisite training may be necessary for admission to some required training classes before promotion.
6. **Personnel** remain eligible for promotion to the highest rank as **certified** on the **IECS** list and/or the Commission's Promotion Eligibility List on the effective date of this policy, provided all **certification** requirements are maintained and current.

### Sec. 5. **Responsibilities.**

- a. The **Commission** must develop a list of all fire and rescue **personnel** in rank order, and **certify** qualified individuals who meet these training and experience standards to participate in the Montgomery County **IECS**.
- b. The **Commission** Chair must ensure that the Equivalency Committee comprises a balanced representation of the **career** and **volunteer** components of the Montgomery County Fire and Rescue Service.
- c. The **LFRDs** and the **DPRS** are responsible for applying for **certification** for training and experience for their respective members or employees, and forwarding the application to the **Commission**.
- d. The **Fire Administrator** must implement and enforce this regulation.



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Sec. 6. **Certification to Participate in the IECS.** The **Commission** must maintain a list of all qualified individuals whom it has **certified** to participate in the **IECS**.

- a. **Documentation.** Individuals who request to participate in the Montgomery County **IECS** must provide documentation of eligibility for **certification**, along with the Emergency Service Provider Certification form (Appendix B). Documentation must include all required **certificates** or other records of successful completion and/or other means of satisfying the training and experience requirements as appropriate for the rank requested. The **LFRD** chief or the **DFRS** Division Chief, as appropriate, must certify this documentation as correct.
- b. **Additions to Certification List.** The **LFRDs** and the **DFRS** may request to add qualified individuals to the list by addendum at any time. The **LFRD** or the **DFRS** must forward applications for **certification** to the **Commission**, using the Emergency Service Provider Certification form (Appendix B), and must include all required documentation and certificates of completion. The **Commission** chair must provide an addendum to the **certification** list within 45 days following the submission date of a valid request for **certification**.

Sec. 7. **Severability.** If a court of final appeal holds that any part of this regulation is invalid, that ruling does not affect the validity of other parts of the regulation.

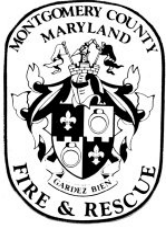
Sec. 8. **Effective Date.** This regulation is effective on January 23, 2001

Sec. 9. **Attachments:**

Appendix A-1 Training and Experience Requirements for Firefighter/Rescuer Personnel

Appendix A-2 Training and Experience Requirements for EMS Provider Personnel

Appendix B - Emergency Services Provider Certification Form



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Appendix C - Non-Jurisdictional Course Equivalency Application

Appendix D - Experience and/or Service Time Equivalency Application

Recommended:

\_\_\_\_\_  
Gordon A. Aoyagi, Chair  
Fire and Rescue Commission

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Douglas M. Duncan,  
County Executive

\_\_\_\_\_  
Date

2-98AMII amended final 12/4/00 BF wp

**MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION**  
**TRAINING AND EXPERIENCE REQUIREMENTS FOR FIREFIGHTER/RESCUER PERSONNEL**  
**APPENDIX A-1**

<u><b>CANDIDATE</b></u> Volunteer Membership	<u><b>RECRUIT</b></u> <u><b>FIREFIGHTER/RESCUER</b></u> Station Orientation Air/Blood-borne Pathogens CPR - Health Care Provider Haz Mat Operations Human Relations SCBA /PPE	<u><b>FIREFIGHTER/RESCUER I</b></u> Essentials of Firefighting or EMT-B  <b>No experience requirement</b>	<u><b>FIREFIGHTER/RESCUER II</b></u> Essentials of Firefighting and EMT-B  <b>No experience requirement</b> Training meets or exceeds NFPA Std. 1001 (1992) or current edition. Once certified, must maintain Maryland EMT certification.
<u><b>FIREFIGHTER/RESCUER III</b></u> EMT-B and CPR Practical Rescue Essentials II Company Level Operations  <b>Experience-</b> 3 years total, at least 2 years at FF/R II. Up to 1 year at FF/R I may count toward total experience requirements.	<u><b>MASTER</b></u> <u><b>FIREFIGHTER/RESCUER*</b></u> EMT-B and CPR Pump Operators Aerial Operations  <b>Experience-</b> 3 years total, at least 2 years at FF/R II.  <b>*MFF/R is an optional rank</b>	<u><b>FIRE/RESCUE LIEUTENANT</b></u> EMT-B and CPR Pump Operators Aerial Operations Fire Officer I Instructor I  <b>Experience-</b> 2 years at FF/R II, and 1 year at FF/R III or MFF/R.	<u><b>FIRE/RESCUE CAPTAIN</b></u> EMT-B and CPR Fire Officer II  <b>Experience-</b> 2 years at FF/R II, and 1 year at FF/R III or MFF/R and 2 years at F/R Lieutenant.
<u><b>FIRE/RESCUE DIST/ DUTY</b></u> <u><b>CHIEF</b></u> EMT-B and CPR Fire Officer III Must comply w/COPDI requirements  <b>Experience-</b> 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt.	<u><b>FIRE/RESCUE ASST./ DEP.</b></u> <u><b>CHIEF</b></u> EMT-B and CPR Must comply w/COPDI requirements  <b>Experience-</b> 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt. & 2 yrs at Dist/Duty Chief.	<u><b>FIRE/RESCUE CHIEF/DIV.</b></u> <u><b>CHIEF</b></u> EMT-B and CPR Must comply w/COPDI requirements  <b>Experience-</b> 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt. & 2 yrs at Dist/Duty Chief, & 1 yr at Asst. or Deputy Chief.	

**MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION**  
**TRAINING AND EXPERIENCE REQUIREMENTS FOR EMS PROVIDER PERSONNEL**  
**APPENDIX A-2**

<u><b>EMS PROVIDER CANDIDATE</b></u>  Volunteer Membership	<u><b>RECRUIT EMS PROVIDER</b></u>  Station Orientation Air/Blood-borne Pathogens CPR - Health Care Provider or equivalent Haz Mat Awareness Human Relations	<u><b>EMS PROVIDER I</b></u>  EMT-B <b>No experience requirement</b>	<u><b>EMS PROVIDER II</b></u>  Basic Trauma Life Support (BTLS) <b>No experience requirement</b> Obtain EMT charge status per LFRD Policies and Procedures
<u><b>EMS PROVIDER III or EMS MASTER PROVIDER*</b></u>  EMS Company Operations <b>Experience</b> - 3 years total, 2 years at EMS Provider II.  * EMS Master Provider is an optional rank	<u><b>EMS PROVIDER LIEUTENANT</b></u>  Instructor I EMS Officer I <b>Experience</b> - 2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider	<u><b>EMS PROVIDER CAPTAIN</b></u>  EMT - P EMS Officer II <b>Experience</b> - 2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider, and 2 years at EMS Provider Lieutenant	<u><b>EMS PROVIDER DUTY CHIEF</b></u>  Pediatric Advanced Life Support (PALS) Must comply with COPDI requirements <b>Experience</b> -2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider, and 2 years at EMS Provider Lieutenant and 2 years at EMS Provider Captain

APPENDIX B  
**EMERGENCY SERVICES PROVIDER CERTIFICATION FORM**  
 MONTGOMERY COUNTY, MD  
 FIRE AND RESCUE COMMISSION

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Local Fire and Rescue Department \_\_\_\_\_ Social Security No. \_\_\_\_\_

Primary Station No. \_\_\_\_\_ Secondary Station No. (If different)  
 \_\_\_\_\_

Driver License Class \_\_\_\_\_ Number \_\_\_\_\_ Date of Birth  
 \_\_\_\_\_

Membership/Employment Date \_\_\_\_\_ Certification Requested \_\_\_\_\_  
 (Rank)

**TRAINING:**

(Include completion  
 date for all training  
 successfully completed)

**LOSAP OR CAREER ACTIVE EXPERIENCE**

	<u>Category/Rank</u> <u>(F/R or EMS)</u>	<u>Time in Rank</u>		<u>Year (s) Held</u>	
		<u>Years</u>	<u>Months</u>	<u>From</u>	<u>To</u>
_____ Station Orientation	_____ Recruit	_____	_____	_____	_____
_____ Air/Blood-borne Pathogens	_____ I	_____	_____	_____	_____
_____ Date of CPR Certification	_____ II	_____	_____	_____	_____
_____ Haz Mat Awareness	_____ III	_____	_____	_____	_____
_____ Haz Mat Operations	_____ Master	_____	_____	_____	_____
_____ Human Relations - 4 hours	_____ Lieutenant	_____	_____	_____	_____
_____ Human Relations - other	_____ Captain	_____	_____	_____	_____
_____ SCBA/PPE	_____ District Chief	_____	_____	_____	_____
_____ Emer. Med. Tech. (B) (P)					
_____ Basic Trauma Life Support	_____ Duty Chief	_____	_____	_____	_____
_____ CPR Instructor	_____ Asst. Chief	_____	_____	_____	_____
_____ Essentials of Firefighting I, II	_____ Deputy Chief	_____	_____	_____	_____
_____ Firefighter I, II, III	_____ Chief	_____	_____	_____	_____
_____ MFSPQB Certification	_____ Div. Chief	_____	_____	_____	_____
_____ Emer. Vehicle Oper. Course					
_____ Company Level Operations					
_____ Practical Rescue					
_____ Pump Operations					
_____ Aerial Operations					
_____ Instructor I, II					

I hereby certify that the information provided  
 on this form and all attachments are correct.

\_\_\_\_\_ EMS Officer I, II  
 \_\_\_\_\_ Fire Officer I, II, III

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Must be signed by the local fire and rescue  
 department Chief)

\_\_\_\_\_ Pediatric Adv. Life Support  
 \_\_\_\_\_ Officership  
 \_\_\_\_\_ Incident Command  
 \_\_\_\_\_ Other (specify)  
 \_\_\_\_\_ Other (specify)

**Please attach documentation for  
 actual training or equivalency**



APPENDIX C  
**NON-JURISDICTIONAL COURSE EQUIVALENCY APPLICATION**  
FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MARYLAND

**INSTRUCTIONS:** Applicants must show that the course taken at other training facilities meets the objectives of the course provided by Montgomery County, Maryland. To request equivalency for training, the individual must complete **one** application **for each course** for which equivalency is requested and forward with all required supporting documentation, to the Training Officer. **Do not send originals**, as application packages will not be returned.

Include:

- course syllabus
- course objectives, preferably for each class session or lesson
- length of course, specifying number of hours per class session or lesson
- method of evaluation or testing
- verification of successful course completion

Applicant's Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Montgomery Co, MD Affiliation \_\_\_\_\_

I am requesting non-jurisdictional equivalency for training for the following course:

\_\_\_\_\_  
I hereby certify that the information provided on this form and all attachments are correct

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department Chief Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX D  
**EXPERIENCE AND/OR SERVICE TIME EQUIVALENCY APPLICATION**  
FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MARYLAND

**INSTRUCTIONS:** To request equivalency for experience and/or service time, complete this form and forward it with all required supporting documentation to the Training Officer. To ensure proper consideration of this application, provide as much relevant information with documentation as possible. **Do not send originals** as application packages will not be returned.

For each year of equivalent credited service requested, submit copies of the documentation listed below, using the Montgomery County LOSAP annual certification Standards for Eligibility requirements (Executive Regulation 82-91) as a guide:

- training courses completed
- drills of at least two hours duration
- sleep in/standby
- elected/appointed position
- attendance at approved meetings
- participation in department/station responses

Certifiable documentation attesting to your active fire and/or rescue service could include, for example, a signed letter from the Chief of your previous department. Documentation must list specific dates of service in each position/rank held and the responsibilities for that position/rank.

Applicant's Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Montgomery Co, Maryland Affiliation \_\_\_\_\_

I am requesting non- jurisdictional experience and/or service time equivalency in the following position/rank, for the listed months and years of service in each position/rank.

<u>Category/Rank</u> (F/R or EMS)	<u>Time in Rank</u>		<u>Year (s) Held</u>	
	<u>Years</u>	<u>Months</u>	<u>From</u>	<u>To</u>
___ Candidate	___	___	___	___
___ I	___	___	___	___
___ II	___	___	___	___
___ III	___	___	___	___
___ Master	___	___	___	___
___ Lieutenant	___	___	___	___
___ Captain	___	___	___	___
___ District Chief	___	___	___	___
___ Duty Chief	___	___	___	___
___ Asst. Chief	___	___	___	___
___ Deputy Chief	___	___	___	___
___ Chief	___	___	___	___
___ Div. Chief	___	___	___	___